

# THREE SEASON SUNROOM ADDITIONS (FOR 1, 2 AND 3 FAMILY DWELLINGS)

Hamilton County Department of Building Inspections, Room 803 County Administration Building (513) 946-4550

## I. WHEN ARE BUILDING PERMITS REQUIRED FOR RESIDENTIAL ADDITIONS?

Building permits are required for all residential additions.

As any addition to an existing house, the code requires verification that the new structure will; 1) meet the structural requirements of the code for live loads, dead loads, wind loads and snow loads; 2) verify that the new structure, when attached to the existing house, will not degrade its structural integrity, including foundation placement, connection to the exterior walls and structure and roof drainage; 3) verify that the egress, light and ventilation of the existing house are not compromised by the placement of the sunroom, i.e., closing off windows and/or doors; 4) trigger smoke detectors to be added throughout the existing home, located as required by the code.

Additionally, sunroom structural systems are often not designed to meet the minimum structural requirements for deflections & wind loading. As a result, the plans submitted for a permit must bear the original seal of an Ohio licensed Architect or Engineer accompanying a structural analysis of the sunroom system showing that the intent of the code has been met.

## II. WHAT CODES/REGULATIONS ARE APPLICABLE?

All work must be performed in accordance with the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *National Electric Code*, and all other applicable laws and ordinances. Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township Zoning Administrator)	(513) 946-4501
Hamilton County Board of Health (if private sewage)	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer (or other)	(513) 946-4250
Inspection Bureau, Inc. (N.E.C.)	(513) 381-6080
Cincinnati Water Works (if city water)	(513) 591-7859

## III. HOW DO I OBTAIN A PERMIT?

**NOTE:** The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit three copies of building plans with approved site plans attached to each for review to the Hamilton County Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. A non-refundable plan processing fee must be paid at the time of application. Contact a Building Department Permit Specialist for details prior to submitting.

**NOTE:** Filing of application for a building permit does not constitute permission to begin the work.

An acceptable set of plans shall include the following:

### A. Plot Plan - Drawn to a uniform scale (not less than 1" = 50 feet) showing:

- Property lines (and property dimensions) and street name(s).
- All existing and proposed structures.
- Distances from the house and addition(s) to all property lines.
- North arrow.
- Title, name of builder and owner, and date.
- Elevations of floor levels (if located within a flood hazard area)
- Proposed finished grade elevations at the corners of the sunroom.

### B. Building Plans: Drawn to a uniform scale (not less than 1/4" = 1 foot) showing:

- An indexed cover sheet with all sheets identified & numbered. All submitted sheets should identify the project address and the names and addresses of the property owner, the contractor, and the person who prepared the drawings. The indexed cover sheet of a bound set of plans prepared by an Ohio registered Architect or Engineer shall have their original inked seal, signature & date. Architects shall also emboss. All other sheets in the set shall bear their seal. All sheets not identified on the indexed cover sheet shall have, individually, their embossed

original inked seal, signature & date.

-Show all design parameters such as live & dead loads ( roofs, wind, floors), assumed soil bearing capacity, deflection limits of all structural members, concrete specifications, etc.

-A footing & foundation plan showing the outline of both the footings & foundation walls with complete dimensions: foundation wall thickness, beam & column sizes, isolated column footing sizes & thicknesses, concrete slab details & specifications, etc.

-A full floor plan identifying the use of all new & existing adjoining rooms with full dimensions including ceiling heights, room & hallway dimensions, wall thicknesses, window & door sizes with locations, etc.

-Floor, wall & roof framing plans showing the size & spacing of all framing members, i.e., studs, joists, beams, girders, trusses, rafters, rafter ties, ridge beams, column sizes under the ends of all beams & girders. Show the size of all existing window & door headers common to the addition. Show the location of existing bearing walls, floor & roof spans, number of stories, etc.

-Exterior elevation views of each exterior wall surface with foundations shown (dotted-in below grade). Indicate finished grade, decks, landings, stairs, exterior wall finishes, roof pitches, roof ventilation equipment, etc.

-Building, deck & wall section views (for all walls, not just one "typical"), showing stud size & spacing, wall bracing, vapor barriers, insulation R-values, finish materials, decay-resistant wood framing, etc.

-Stairway section view showing the construction & geometry of all stairs. Show all member sizes, connections top & bottom, handrail and guardrail information on mounting heights & sizes, headroom, illumination, etc.

-Battery powered smoke detectors throughout existing structure: inside all sleeping rooms, outside each separate sleeping area and a minimum of one on every level of the home.

-Bearing & connection details such as the roof ridge beam at both ends, floor & roof beam at the house end, floor & roof beams to columns, column to footing, ledger board to house connection (not on brick veneer), etc.

-Show the type of existing house wall: frame, frame w/ brick veneer, brick & block, etc.

-Show the vertical dimension from the door threshold down to the sunroom/deck/porch floor and the height of the sunroom/deck/ porch floor above finished grade at all corners.

-Ventilation of and access to concealed spaces like attics and crawlspaces.

-Emergency egress or rescue windows from existing adjoining sleeping rooms.

-Show amounts of natural light & natural ventilation in existing adjoining rooms or document that artificial light & mechanical ventilation shall be provided in these rooms per Section 303.1 of the 2005 HCBC.

-A statement on the plans that the sunroom shall not be heated or cooled.

-Show that all existing adjoining bathrooms shall be provided with 50 cfm exhaust fans vented directly to the exterior of the home.

#### C. Additional Requirements

-Obtain a copy of Examiner's Checklist and personally verify all required information is on the plans.

#### IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the permit is ready and the balance of the permit fee that may be due.

#### V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All work must be performed in accordance with the approved plans, the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *National Electric Code*, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within six months of the issue date.

#### VI. INSPECTIONS REQUIRED (24 hour minimum notice)

Hamilton County Department of Building Inspections

(513) 946-3780

- Soil Inspection
- Slab Inspection
- Framing Inspection
- Insulation Inspection
- Final Inspection

Inspection Bureau, Inc.

(513) 381-6080

Hamilton County Board of Health (plumbing and/or private sewage)

(513) 946-7800